



Tina Cowley

Reading Centre - Leessentrum



Terms and Conditions

Dear Parents/Guardians,

We are delighted to welcome you and your child to the Tina Cowley Reading Centre. Our goal is to provide structured, supportive, and engaging reading instruction that builds confidence, fluency, and comprehension.

To ensure a smooth and successful partnership, please read the following Terms, Fees, and Important Information carefully. By enrolling your child, you acknowledge that you understand and agree to these terms.

1 Enrolment & Placement

- Enrolment is subject to availability and appropriate placement within the programme.
- Programme structure may be adjusted to suit your child's individual learning needs.

2 Evaluations

- Grade R learners do not require formal evaluations.
- Evaluations are conducted from Grade 1 onwards at a cost of R550.
- Evaluations are used to guide individual programme planning and are non-refundable.

3 Fees – 2026

Quarterly Tuition:

- Term Fee: R1 800 per child (invoices are sent quarterly)
- If you prefer to pay in monthly instalments, this can be arranged:

- Child 1: R600 per month
- Child 2: R580 per month

Please contact me to set up monthly payments — this is not a problem and we are happy to accommodate your preference.

December Fee:

- **Included in your Term 4 invoice**

Online Lessons:

- Fees are set by Head Office: R800 for 10 sessions
- Families may complete the 10 sessions at their own pace
- You will be notified in advance when your sessions are nearing completion

4 Notice Period & Cancellation

- A minimum of one full calendar month's written notice is required for cancellation.
- Fees for the notice period remain payable.
- **! No cancellations can be made during November or December.**

5 Absences & Missed Lessons

- Lessons missed by the learner are not refundable.
- Make-up lessons may be offered at the discretion of the Centre.
- Parents are requested to inform the Centre in advance if a child will be absent.

6 Learning Expectations

- Progress varies per child and depends on consistency, attendance, and practice at home.
- While our programme is designed to support and develop reading skills, we cannot guarantee specific academic outcomes. Should your child not progress as expected,

we will contact you to discuss alternative strategies and, if appropriate, recommend further evaluation. This process is handled with utmost respect and sensitivity and is intended as support for your child's learning, not as a judgment or reflection on parenting.

7 Parent Responsibilities

- Support your child with practice at home as recommended.
- Ensure your child attends lessons punctually and regularly.
- Communicate any concerns about your child's learning promptly.

8 Communication

- Preferred communication channels are email and WhatsApp.
- Emails will be checked daily; WhatsApp messages may be responded to as soon as possible.
- Please allow reasonable time for responses during busy periods.

9 POPI & Marketing

- The Centre may take photographs or videos during lessons for marketing purposes.
- Children's faces will not be visible in any promotional material, unless permission was given directly from the parent .
- By enrolling your child, you consent to the use of anonymised photos/videos for Centre marketing and social media purposes.

10 Important Policies

- The Centre reserves the right to update fees, schedules, or policies with reasonable notice.
- Annual review of policies may occur to ensure quality and safety.
- If you need to change your child's weekly reading slot, please notify us as soon as possible.

Supporting Your Child's Growth

- To ensure progress, encourage your child to read **EVERY DAY**, even if only 15–20 minutes.

Term Dates for 2026



Acknowledgement

By enrolling your child at the Tina Cowley Reading Centre, you confirm that you have read, understood, and agree to the above Terms & Conditions.

Kind regards

Elnett Bergh
Tina Cowley Reading Centre

